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DEPARTMENT OF ADMINISTRATION

DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

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LOURDES A. LEON GUERRERO
Governor (Maga'haga)

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OPEN COMPETITIVE EXAMINATION

To establish a list for the position of ANTI-TERRORISM PROGRAM MANAGER

Announcement Number: DOA 183-19

Open: December 31, 2019 Continuous

GENERAL PAY PLAN (GPP)

OPEN: R-01; \$65,623 P/A –R-10; \$90,087 P/A

PROMOTION: R-01; \$65,623 P/A –R-18; \$115,661 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Four (4) years of professional experience in Anti-Terrorism, Force Protection and Security work, three (3) years of supervisory work experience in law enforcement or intelligence and graduation from a recognized college or university with a Bachelor's degree in public administration, criminal justices, political science, or related field.

Necessary Special Qualification

Must successfully complete, be certified and maintain the Anti-Terrorism Officer Level II, Operation Security Officer Level II and Security Engineering courses within six (6) months of hire as conditions for continued employment. Must be able to obtain and maintain a Department of Defense TOP Secret Security Clearance as conditions for continued employment. Possession of a valid driver's license.

Nature of work

Administers comprehensive programs and activities on anti-terrorism, force protection and security for the Department of Military Affairs (DMA) and the Guam National Guard (GNG).

Illustrative Examples of Work

Manages and develops the Guam National Guard Anti-Terrorism Force Protection and Security programs such as anti-terrorism; physical, personnel and operations security; intelligence oversight and emergency management. Develops, reviews, and implements anti-terrorism; force protection security policies; and standards and procedures in compliance with directives and regulations the Department of Defense (DOD), the Department of Army (DOA), and the National Guard Bureau (NGB). Reviews, analyzes and evaluates program operations and determines the need for improvement on Standard Operation Procedures (SOP), methods, and techniques to increase efficiency and effectiveness of program operations and provides recommendations for implementation. Develops, reviews, and implements anti-terrorism; force protection; and security plans for the Guam Army National Guard (GURANG) units and installations to protect federal and local personnel, resources and assets. Prepares and plans for mitigation against, preparation for, response to and recovery from terrorist acts. Advise the Adjutant General and key military and civilian leader on all anti-terrorism matters. Develops and conducts training, certification training and briefings for all civilian and military personnel on anti-terrorism and operation security such as Anti-Terrorism Levels I-II, Threat Briefs, and Operation Security Briefs. Prepares the following annual assessments: Risk Assessment; Threat Assessment; Vulnerability Assessment; and Criticality Assessment utilized by Subordinate Units, Naval Base Guam, Andersen Air Force Base and Guam Homeland Security. Collaborates and participates in emergency operations for disasters affecting military operations or to support civil authorities in anti-terrorism and force protection. Participates with both federal and local agencies in developing integrated anti-terrorism plans; plans and conducts real work exercises, incidents or training exercises. Conducts periodic inspections of the GUARNG installations and work areas to ensure that force protection and security measures are in compliance with regulations. Provides recommendations on deficiencies found to improve or increase security measures. Prepares quarterly reports on anti-terrorism and intelligence oversight for the NGB. Prepares other various reports for DMA and GNG. Maintains all records and performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources. Knowledge of relevant equipment policies, procedures and strategies to promote effective local and national security operations for the protection of people, data, property, and institutions. Knowledge of principals and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships and distribution of plant, animal and human life. Knowledge of different philosophical systems and religions, which includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture. Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Ability to administer comprehensive anti-terrorism programs and activities. Ability to interpret, apply and enforce pertinent policies, directives, regulations, laws, and other program guidelines. Ability to make decisions in accordance with appropriate program guidelines. Ability to assess and evaluate program deficiencies to initiate and recommend improvements. Ability to work effectively with local, federal, military, and national guard agencies. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

ANTI-TERRORISM PROGRAM MANAGER OPEN COMPETITIVE EXAMINATION

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements

If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


MICHAEL W. SCHNIEP, Acting
ASSISTANT PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.